

Course Number: BAM201, Course Title: PRINCIPLES & PRACTICE OF MANAGEMENT

Class: B.Com., Status of Course: MAJOR COURSE, Approved since session: 2002-03
Total Credits:3, Periods(55 mts. each)/week:5(L-3+T-0+P/S-0), Min.pds./sem.:65

UNIT 1: INTRODUCTION TO MANAGEMENT

Nature and Scope of Management, Importance, Objectives, Principles of Management. Evolution of Management Thoughts. Management-Science or Art?. Universality of Management.

UNIT 2: PLANNING

Nature and Importance and Elements of Planning, Types of Plans, Planning Process, Decision Making, Policy and Strategy.

UNIT 3: ORGANISING

Nature, purpose of Organising, Organising Theory, Designing Organisation, Formal and Informal Organisation, Structure, Authority and Responsibility, Line and Staff Relationship, Forms of Organisation Structure, Decentralisation, Staffing: Nature and Purpose.

UNIT 4: DIRECTING

Meaning, Importance, Principles and Techniques of Directions, Communication, Leadership and Motivation, Co-ordination.

UNIT 5: CONTROLLING

Definition, Concept, Elements and Process of Control, Control Techniques, Requirements of effective Control System.

SUGGESTED READINGS:

Koontz O'Donnel & Weirich: ESSENTIALS OF MANAGEMENT
MANAGEMENT

RS Dawar: THE PROCESS OF MANAGEMENT
MANAGEMENT

DV Agarwal: MANAGEMENT : PRINCIPLES, PRACTICE
MANAGEMENT

Sherlekar & Sherlekar: PRINCIPLES OF BUSINESS MANAGEMENT
MANAGEMENT

PC Tripathi: PRINCIPLES OF MANAGEMENT

Iswar Dayal: NEW CONCEPT IN

SC Saxena: BUSINESS ADMN. &

GR Terry: PRINCIPLES OF

Gupta CB: PRINCIPLES OF